



ESTIMATED TAX ON GRADUATE LEVEL CLASSES FORM

Per IRS regulations if Northern Kentucky University pays more than \$5,250 in graduate level educational assistance benefits for you during the calendar year, the amount over \$5,250 is taxable. Northern Kentucky University will include in your wages (Form W-2, box 1) the amount that you must include as taxable income. IRC§117(d)(5); §170(b)(1)(A)(ii)

EMPLOYEE NAME _____ EMPLOYEE ID# _____

UNIVERSITY ATTENDING _____

DATES TAX TO BE WITHHELD (EXAMPLE: JANUARY 1 – NOVEMBER 30 cannot be later than Nov 30)

_____ to _____

ESTIMATED DOLLAR AMOUNT OF TUITION THAT MAY BE TAXABLE

\$ _____ (Based on prior year or other taxable amount)

EMPLOYEE SIGNATURE _____ DATE _____

RETURN COMPLETED FORM TO PAYROLL OFFICE AC613

PAYROLL OFFICE USE ONLY

Final dollar amount of tuition that is taxable (determined after fall tuition has been assessed) \$ _____

Adjustment to tuition taxed (ESTIMATE minus FINAL TOTAL) \$ _____

DATE ENTERED BY PAYROLL _____ INITIALS _____